

**CA-PMM****Project Name:** Complaint Resolution Information Management System**OCIO Project #:** 1110-108**Department:** Consumer Affairs, Medical Board**Reporting Period:** From: To:**Team Member to Project  
Manager****Current Task Summary**

Task or Deliverable	Scheduled Completion Date	Actual Completion Date	Issues?
<b>Accomplished this week</b>			
<b>Planned/Scheduled Completion in Next Two Weeks</b>			
<b>Status Summary</b>	<b>Yes/No</b>	<b>Explanation</b>	
Will all assigned tasks be accomplished by their due date?			
Are there any planned tasks that won't be completed?			
Are there problems which affect your ability to accomplish assigned tasks?			
Do you plan to take time off that is not currently scheduled?			

**Status of Assigned Issues**

Issue Number	Description	Due Date	Status
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**Reporting Period:** From: To:

## Team Member to Project Manager


**CA-PMM****Project Name:** Complaint Resolution Information Management System**OCIO Project #:** 1110-108**Department:** Consumer Affairs, Medical Board**Reporting Period:** From: 1/1/09 To: 6/30/09**Project Manager to Sponsor****Current Status Report**

Questions	Yes/No	Cause	Impact	Action Required
1. Were recent milestones completed on schedule?	Yes			None
2. Were any key milestones or deliverables rescheduled?	No			None
3. Was work done that was not planned?	No			None
4. Were there any changes to scope?	No			None
5. Were tasks added that were not originally estimated?	No			None
6. Were any tasks or milestones removed?	No			None
7. Were any scheduled tasks not started?	Yes	IV&V on hold		Awaiting direction from OCIO.
8. Are there any new major issues?	No			None
9. Are there any staffing problems?	No			None

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Questions	Yes/No	Impact	Action Required
1. Will upcoming critical path milestones or deliverables be delayed?	No		
2. Do any key milestones or deliverables need to be rescheduled?	No		
3. Is there any unplanned work that needs to be done?	No		
4. Are there any expected or recommended changes to scope?	No		
5. Are there any tasks not originally estimated that will need to be added?	No		
6. Are there any tasks or milestones that should be removed from the plan?	No		
7. Are there any scheduled tasks whose start will likely be delayed?	Yes	Hiring IV&V	Awaiting IV&V direction from OCIO.
8. Are any major new issues foreseeable?	No		
9. Are any staffing problems anticipated?	No		

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## Project Manager to Sponsor

### Current Status and Accomplishments:

*Describe deliverables completed and milestones met during **this reporting period**.*

Hired Project Manager and held kickoff meeting.

### Project Milestones:

*List key milestones and their dates from the project schedule.*

Milestone	Target Date	Forecast Date	Status	Cause & Impact to Implementation Date	Date Completed
FSR approved	1/1/09	5/15/09	Done		1/1/09
Recruit and Hire Project Manager	7/15/09		Done		5/6/09
Hire IV&V Consultants	10/15/09		Delayed		
Complete Functional/Technical Requirements	1/15/10				
Release RFP	10/26/10				
Conduct Vendor Conferences	11/18/10				
Receive final RFP/Bid Review	2/10/11				
Award Vendor Contract	5/5/11				
Complete Unit, System and User Training	4/25/12				
Convert and Migrate Data to Production	6/1/12				
Install Production	2/29/12				

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## Project Manager to Sponsor

### Variances

Check the appropriate box for each project element listed below. Please describe the actions you plan to take for those items marked "Caution" or "Significant Variance".

	On Plan <5%	Caution 5-10%	Significant Variance >10%	Action Required
Schedule	x			
Milestones	x			
Deliverables	x			
Resources	x			
OneTime Cost	x			
Continuing Cost	x			

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## Project Manager to Sponsor

## CA-PMM

**Project Name:** Complaint Resolution Information Management System (CRIMS)

**OCIO Project #:** 1110-108

**Department:** Consumer Affairs, Medical Board

**Reporting Period:** From: 1/1/09 To: 6/30/09

## Sponsor to Executive Committee

### Summary Milestones and Highlights

<b>Project Milestones:</b> <i>List key milestones and their dates from the project schedule. Explain in issues section if a milestone's status is behind.</i>					
<b>Milestone</b>	<b>Target Date</b>	<b>Forecast Date</b>	<b>Status</b>	<b>If Delayed, Impact to Implementation Date</b>	<b>Date Completed</b>
FSR approved	1/1/09		Done		1/1/09
Recruit and Hire Project Manager	7/15/09		Done		5/6/09
Hire IV&V Consultants	10/15/09		On Target		
Complete Functional/Technical Requirements	1/15/10				
Release RFP	10/26/10				
Conduct Vendor Conferences	11/18/10				
Receive final RFP/Bid Review	2/10/11				
Award Vendor Contract	5/5/11				
Complete Unit, System and User Training	4/25/12				
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## Sponsor to Executive Committee

### Variances

Check the appropriate box for each project element listed below. Please describe the actions you plan to take for those items marked "Caution" or "Significant Variance".

\* Priority of schedule, scope, budget, and quality from Final Ranking established in the Priority Analysis

	On Plan <5%	Caution 5-10%	Significant Variance >10%	Action Required
Schedule	x			
Milestones	x			
Deliverables	x			
Resources	x			
One Time Cost	x			
Continuing Cost	x			

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Committee****Monitoring Vital Signs Scorecard**

Vital Sign	Variance	Value	Your Score	Score Justification
1. Customer Buy-In	High Degree of Buy-In	0	0 Green	0
	Medium Degree of Buy-In	1		
	Low Degree of Buy-In	2		
2. Technology Viability	Strong Viability	0	0 Green	
	Medium Viability	1		
	Weak Viability	2		
3. Status of the Critical Path (delay)	<5%	0	0 Green	
	5% to 10%	1		
	>10%	2		
4. Cost-to-Date vs. Estimated Cost-to-Date (higher)	<5%	0	0 Green	
	5% to 10%	1		
	>10%	2		
5. High-Probability, High-Impact Risks	0 to 3	0	0 Green	
	4 to 6	1		
	>6	2		
6. Unresolved Issues (on time resolution)	On time	0	0 Green	
	Late with no impact	1		
	Late impacting the critical path	2		
7. Sponsorship Commitment	Fully engaged	0	0 Green	
	Partially engaged	1		
	Inadequate engagement	2		
8. Strategy Alignment	Strong alignment	0	0 Green	
	Partial alignment	1		
	Weak or no alignment	2		
9. Value-to-Business	Strong	0	0 Green	
	Medium	1		
	Weak	2		

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10. Vendor Viability (provide rationale for the rating in the field following the scorecard)	Strong	0	0	Green	
	Medium	1			
	Weak	2			
11. Milestone Hit Rate (rate of achievement as planned)	>90% on time	0	0	Green	
	80-90% on time	1			
	<80% on time	2			
12. Deliverable Hit Rate (rate of production as planned)	>90% on time	0	0	Green	
	80-90% on time	1			
	<80% on time	2			
13. Actual vs. Planned Resources	>90% assigned and available	0	1	Yellow	
	80-90% assigned and available	1			
	<80% assigned and available	2			
14. Overtime Utilization (% of effort that is overtime)	<15%	0	0	Green	
	15-25%	1			
	>25%	2			
15. Team Effectiveness	Highly Effective	0	0	Green	
	Moderately Effective	1			
	Ineffective	2			
<b>Total</b>			<b>1</b>	<b>G</b>	

Green = 0 - 8

Yellow = 9 - 19

Red = 20+

### Vendor Viability Rating Rationale